

INITIATIVE MANUAL

DISTRICT INITIATIVE INFORMATION

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County of San Luis Obispo
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IMPORTANT INFORMATION ABOUT INITIATIVES

PLEASE READ ALL THE INFORMATION BELOW BEFORE PROCEEDING

This guide has been prepared to assist staff and the public with general information on the Initiative process and does not have the force of law, regulation or rule. The instructions are extracted from the Elections Code, §9300-9323. This manual is made available with the understanding that the County Clerk-Recorder's Office staff are not rendering legal advice and cannot make a legal determination on the wording or sufficiency of your petition or text. This document is not a substitute for legal counsel for the individual using it. If you would like to have your petition reviewed for legal sufficiency, you should contact an attorney. In case of conflict, the law, regulation or rule will apply.

TIMING OF THE PETITION PROCESS

The maximum time necessary from filing a Notice of Intention to the District Board calling an election is 281 days, nearly 9 ½ months. The election cannot be held any sooner than 88 days after the Board places the measure on the ballot. Due to these time requirements, initiative preparation should begin approximately 13 months prior to the election for which a ballot initiative is being qualified. If the proponents begin less than 13 months from the election, it is strongly suggested that they submit the signatures in less than the 180 days allowed by code. This will allow the necessary time to verify signatures and present the certification to the District Board.

FAIR POLITICAL PRACTICES COMMISSION REPORTING REQUIREMENTS

If you plan on receiving donations in support of the effort to qualify an initiative petition, you will have FPPC reporting requirements. Please request Manual D concerning Provisions for Recipient Committees Formed to Support or Oppose the Qualification or Passage of a State or Local Ballot Measure. If you have questions about the filing requirements, contact the FPPC at (866) 275-3772 or this office.

NUMBER OF SIGNATURES REQUIRED

The number of signatures required on the petition is based on a percentage of the number of registered voters within the District as of the last report of registration to the Secretary of State made prior to the publication of the Notice of Intention. Please call our office for this information.

INITIATIVE DEFINITION

The power of the electors to propose statutes (laws) and amendments to ordinances, and to adopt or reject such laws and amendments. (CA Const. Art. II, Sec. 8A, EC Sec. 9300)

I. GENERAL INFORMATION

A. WHERE NOT APPLICABLE - Division 9, Chapter 4, Article I, Section 9300 of the Elections Code, shall not apply to:

1. Irrigation Districts
2. Districts formed under a law that does not provide for action by ordinance.
3. Districts formed under a law that does not provide a procedure for elections.
4. Districts that permit voters to cast more than one vote per voter in electing the district's directors.
5. Districts in which the directors are empowered to cast more than one vote per director when acting on any matter.

B. PETITION - Any proposed ordinance may be submitted to the governing board of the district by an initiative petition filed with the district elections official (in most cases the district secretary is the elections official for the district). Each petition section shall comply with Elections Code Sections 100, 101 and 9020 and contain a copy of the Notice of Intention, the Statement of Reasons and the full text of the initiative. (EC Sec 9301, 9305, 9307)

1. **ONE SUBJECT ONLY** - An initiative measure embracing more than one subject may not be submitted to the electors or have any effect. (CA Const. Art. II, Sec 8d)
2. **ONLY PROPONENTS MAY FILE PETITION** - Only the proponents of an initiative, or persons authorized in writing by the proponents, are entitled to submit a petition for filing. (EC Sec.9113)
3. **PROHIBITIONS** -
 - a. A petition may not be circulated within 100 feet of a polling place on the day of any election. (EC Sec. 18370a)
 - b. Petition signatures may be used for no purpose other than qualifying the measure for the ballot. (EC Sec. 18650)
4. **WITHDRAWAL OF SIGNATURES** - Anyone who signs a petition may have his/her name withdrawn by submitting a written request therefor to the elections official with whom the petition is to be filed prior to the day of the filing. (EC Sec. 103, 9602)

C. VERIFICATION OF SIGNATURES - If the minimum number of signatures required to qualify the petition are filed, the signatures are authenticated by comparing them to signatures of registered voters on file. If more than 500 signatures are filed, a random sample of 500 signatures or 3% of the number filed, whichever is the greater number, are verified. (EC Sec. 9308, 9309)

1. If verification of the random sample indicates that the total number of valid signatures on the petition is at least **110%** of the number required, the petition shall be deemed **qualified**.
2. If the random sample indicates that the total number of valid signatures is less than **95%** of the number required, the petition will be deemed to have **failed**.
3. If the random sample indicates that the total number of valid signatures is between **95% and 110%** of the number required, then the sample must be rejected and all signatures on the petition **must be verified**.

D. MISCELLANEOUS NOTES -

1. **CONFLICTING MEASURES** - If the provisions of two or more ordinances adopted at the same election conflict, the ordinance receiving the highest number of affirmative votes shall control. (CA Const. Art. II, Sec. 10b, EC Sec. 9321)
2. **NO LEGISLATIVE AMENDMENT** - Statutes enacted by initiative may not be amended or repealed except by a vote of the people unless the statute itself provides for amendment or appeal without voter approval. (CA Const. Art. II, Sec. 10c, EC Sec. 9323)
3. **ENACTING CLAUSE** - Of an ordinance submitted to the voters of a district shall be substantially in the following form: "The people of the _____ District do ordain as follows:" (EC Sec. 9322)
4. **PRESERVATION OF PETITION** - The elections official must preserve an initiative petition of a period of 8 months after the certification of results of the election for which it qualified or, if not submitted to the voters, 8 months after the final examination of the petition. Thereafter, the petition shall be destroyed unless needed as evidence in a pending legal action. (EC Sec. 17200)
5. **NOT A PUBLIC RECORD** - Once filed, an initiative petition is not a public record open to inspection by the general public. If a petition fails to qualify, the proponents may, within 21 days after certification of insufficiency, examine the petition to determine which signatures were disqualified and the reasons therefor. Certain administrative and law enforcement agencies may examine petitions upon approval of the Superior Court. (GC Sec. 6253.5)
6. **CAMPAIGN REPORTS** - Committees formed to support or oppose the qualification of initiative measures have campaign reporting obligations under the Political Reform Act of 1974. (GC Sec. 82013, 84200, 84202.3)

II. DISTRICT INITIATIVE

A. SIGNATURES REQUIRED - (EC Sec. 9310, 9311)

1. **FOR SPECIAL ELECTION** - 10% of the registered voters within the district as of the last Report of Registration to the Secretary of State made prior to the publication of the Notice of Intention, and the petition contains a request that the ordinance be submitted immediately to a vote of the people at a special election.
2. **WITH NEXT STATEWIDE OR REGULAR ELECTION** - (Occurring not less than 88 days after the order of the District Board) 10% of the registered voters within the district as of the last Report of Registration to the Secretary of State made prior to the publication of the Notice of Intention and the petition does not contain a request for a special election, and is not passed without alteration of the district board.

B. PRELIMINARY PROCEDURES -

1. **PUBLISH NOTICE OF INTENTION** - (Sample on Page 12) Before circulating an initiative petition in any district, the proponents of the measure shall publish a Notice of Intention, along with a printed statement of the reasons for the proposed petition, once in a newspaper of general circulation within the district. The Statement of Reasons shall not exceed 500 words. If there is no newspaper of general circulation in the district, the Notice and Statement shall be published in a newspaper of general circulation within the county in which the district is located, and shall also be posted in three public places within the district. The Notice of Intention shall be signed by at least one, but not more than five, proponents. (EC Sec 9302,9303)
2. **FILE NOTICE OF INTENTION** - Within 10 days after the date of publication and/or posting of the Notice of Intention and Statement, the proponents shall file a copy of the Notice of Intention and Statement as published and/or posted, together with the Proof of Publication and/or an affidavit of a voter certifying to the posting, and two blank copies of the petition with the elections official. (EC Sec. 9304)

C. FORM OF PETITION - (Sample on Page 13) (EC Sec. 100, 100.5, 101, 104, 9020, 9101, 9305, 9307) Each section of the petition must contain:

1. Full Text of the Measure.
2. Notice of Intention and Statement of Reasons.
3. Each signer shall personally affix:
 - a. Signature. (or mark, if unable to write, witnessed by one person by subscribing his or her name thereon)

- b. Printed name.
- c. Residence address - Number and Street. (Not mailing address)
- 4. A space of at least on inch wide shall be left blank at the end of each name for the election official's use.
- 5. "Notice to the Public" in 12-point type, prior to the portion of the petition for signatures.
- 6. Declaration of Circulator - (Sample on Page 14)
- 7. The number of signatures on a page shall be at the pleasure of the person designing the petition and shall be numbered consecutively beginning with number 1 and continuing through the number of signature spaces allotted to each section.

D. CIRCULATION AND FILING PETITION -

- 1. After the publication and/or posting of the Notice of Intention and Statement the petition may be circulated among the voters of the district for signatures by any person who is a voter or who is qualified to register to vote in the district. (EC Sec. 9305)
- 2. Petitions shall be filed with the elections official by the proponent(s) or any person authorized in writing by the proponent(s) with in 180 days from the date of publication and/or posting of the Notice of Intention and Statement. All sections of the petition must be filed at the same time and by the time permitted or they shall be void for all purposes. If the number of signatures submitted is less than the minimum number required, the petition will not be accepted. (EC Sec. 9306,9113)

E. VERIFICATION AND CERTIFICATION OF PETITION - If a petition is accepted for filing, the signatures thereon must be verified by the elections official within 30 days, excluding Saturdays, Sundays and holidays. (EC SEC 9308, 9309)

- 1. If the petition is found insufficient, the proponents are notified and no further action is taken. The failure to secure sufficient signatures shall not preclude the filing of a new petition on the same subject, at a later date.
- 2. If the petition is found sufficient, the proponents are notified and the elections official shall certify the results of the examination to the district governing board at their next regular meeting.

F. ACTION BY GOVERNING BOARD - If the petition is signed by 10% (valid signatures) of the voters in the district and contains a request that a special election be held, the district board shall do either of the following: (EC Sec 9310)

- 1. Adopt the ordinance, without alteration, either at the regular meeting at which it is

presented, or within 10 days after it is presented.

2. Immediately order that the ordinance be submitted to the voters, without alteration, at the next statewide election or the next regular election date, which ever comes first provided that the election occurs not less than 88 days nor more than 103 days after the date of the order of election. (EC Sec. 1405)
 - a. When it is legally possible to hold a special election within 180 days prior to a regular or special election held within the same territory, the election may be consolidated with that regular or special election.
 - b. When it is legally possible to hold a special election during the period between a regularly scheduled statewide direct primary election and a regularly scheduled statewide general election in the same year, the election may be consolidated with the statewide general election.
 - c. Not more than one special election may be held by a district during any period of 180 days.
 - d. To avoid holding more than one special election within any 180-day period, the date for holding the special election may be fixed later than 103 days but at as early a date as practicable after the expiration of 180 days from the last special election.

If the petition does not request a special election, the district board shall do either of the following: (EC Sec. 9311)

1. Adopt the ordinance, without alteration, either at the regular meeting at which it is presented, or within 10 days after it is presented.
2. Submit the ordinance to the voters, without alteration, at the district's next regular election occurring not less than 88 days after the date of the order of election. (EC Sec. 1405)

G. EFFECTIVE DATE - If a majority of the voters voting on the ordinance vote in its favor, the ordinance shall become a valid and binding ordinance for the district. It shall be considered adopted upon the date the vote is declared by the district board, and shall go into effect 10 days after that date. (EC Sec 9320)

III. ELECTIONS CODE PENAL PROVISIONS

Improper Signature-Gathering Tactics

18600 Misrepresentation by circulator.

Every person is guilty of a misdemeanor who:

(a) Circulating, as principal or agent, or having charge or control of the circulation of, or obtaining signatures to, any state or local initiative, referendum or recall petition, intentionally misrepresents or intentionally makes any false statement concerning the contents, purport or effect of the petition to any

person who signs, or who desires to sign, or who is requested to sign, or who makes inquiries with reference to it, or to whom it is presented for his or her signature.

(b) Willfully and knowingly circulates, publishes, or exhibits any false statement or misrepresentation concerning the contents, purport or effect of any state or local initiative, referendum, or recall petition for the purpose of obtaining any signature to, or persuading or influencing any person to sign, that petition.

(c) Circulating, as principal or agent, or having charge or control of the circulation of, or obtaining signatures to, any state or local initiative, intentionally makes any false statement in response to any inquiry by any voter as to whether he or she is a paid signature gatherer or a volunteer.

18601 Refusal to allow signer to read measure.

Any person working for the proponent or proponents of an initiative or referendum measure or recall petition who refuses to allow a prospective signer to read the measure or petition is guilty of a misdemeanor. An arrest or conviction pursuant to this section shall not invalidate or otherwise affect the validity of any signature obtained by the person arrested or convicted.

18602. Obscuring the summary of the measure.

Any person working for the proponent or proponents of a statewide initiative or referendum measure who covers or otherwise obscures the summary of the measure prepared by the Attorney General from the view of a prospective signer is guilty of a misdemeanor.

18603. Payment for signatures.

Every person who offers or gives money or other valuable consideration to another in exchange for his or her signature on a state, county, municipal, or district initiative, referendum, or recall petition is guilty of a misdemeanor.

False or Ineligible Signatures on Petition.

18610. False or forged signatures.

Every person who solicits any circulator to affix to any initiative, referendum, or recall petition any false or forged signature, or to cause or permit a false or forged signature to be affixed, is guilty of a misdemeanor.

18611. False, forged or fictitious names.

Every person is punishable by a fine not exceeding five thousand dollars (\$5,000), or by imprisonment in the state prison for 16 months or two or three years or in a county jail not exceeding one year, or by both the fine and imprisonment, who circulates or causes to be circulated any initiative, referendum, or recall petition, knowing it to contain false, forged, or fictitious names.

18612. Signing more than once.

Every person is guilty of a misdemeanor who knowingly signs his or her own name more than once to any initiative, referendum, or recall petition, or signs his or her name to that petition knowing himself or herself at the time of signing not to be qualified to sign it.

18613. Subscribing fictitious names.

Every person who subscribes to any initiative, referendum, or recall petition a fictitious name, or who subscribes thereto the name of another, or who causes another to subscribe such a name to that petition, is guilty of a felony and is punishable by imprisonment in the state prison for two, three, or four years.

18614. False or fraudulent signatures.

Every person is punishable by a fine not exceeding five thousand dollars (\$5,000), or by imprisonment in the state prison for 16 months or two or three years or in a county jail not exceeding one year, or by both the fine and imprisonment, who files in the office of the elections official or other officer designated by law to receive the filing, any initiative, referendum, or recall petition to which is attached, appended or subscribed any signature which the person filing the petition knows to be false or fraudulent or not the genuine signature of the person whose name it purports to be.

Improper Payments to Prevent Petition Circulation and Filing

18620. Payment for stopping circulation of petition.

Every person who seeks, solicits, bargains for, or obtains any money, thing of value, or advantage of or from any person, firm, or corporation for the purpose or represented purpose of fraudulently inducing, persuading, or seeking the proponent or proponents of any initiative or referendum measure or recall petition to (a) abandon the measure or petition, (b) fail, neglect, or refuse to file in the office of the elections official or other officer designated by law, within the time required by law, the initiative or referendum measure or recall petition after securing the number of signatures required to qualify the measure or petition, (c) stop the circulation of the initiative or referendum

measure or recall petition, or (d) perform any act that will prevent or aid in preventing the initiative or referendum measure or recall petition from qualifying as an initiative or referendum measure, or the recall petition from resulting in a recall election, is punishable by a fine not exceeding five thousand dollars (\$5,000), or by imprisonment in the state prison 16 months or two or three years or in a county jail not exceeding one year, or by both the fine and imprisonment.

18621. Payment for stopping circulation of petition.

Any proponent of an initiative or referendum measure or recall petition who seeks, solicits, bargains for, or obtains any money or thing of value of or from any person, firm, or corporation for the purpose of abandoning the same or stopping the circulation of petitions concerning the same, or failing or neglecting or refusing to file the measure or petition in the office of the elections official or other officer designated by law within the time required by law after obtaining the number of signatures required under the law to qualify the measure or petition, or performing any act that will prevent or aid in preventing the initiative, referendum or recall proposed from qualifying as an initiative or referendum measure, or resulting in a recall election is punishable by a fine not exceeding five thousand dollars (\$5,000) or by imprisonment in the state prison for 16 months or two or three years or in a county jail not exceeding one year, or by both the fine and imprisonment.

18622. Buying petition.

Every person who offers to buy or does buy from a circulator any referendum, initiative, or recall petition on which one or more persons have affixed their signatures is guilty of a misdemeanor punishable by imprisonment in the county jail for not more than one year, or by a fine not exceeding one thousand dollars (\$1,000), or both. This section is not intended to prohibit compensation of a circulator, for his or her services, by a proponent of the petition or his or her agent.

Threats and Theft to Prevent Petition Circulation and Filing

18630. Threats to a circulator.

Every person who threatens to commit an assault or battery on a person circulating a referendum, initiative, or recall petition or on a relative of a person circulating a referendum, initiative, or recall petition or to inflict damage on the property of the circulator or the relative, with the intent to dissuade the circulator from circulating the petition or in retribution for the circulation, is guilty of a misdemeanor.

18631. Taking petition from circulator.

Every person who forcibly or by stealth takes from the possession of a circulator any initiative, referendum, or recall petition on which one or more persons have affixed their signatures is guilty of a misdemeanor.

Refusal of Circulators to Turn in Petitions.

18640. Failure to surrender petition.

Any person working for the proponent or proponents of an initiative or referendum measure or recall petition who solicits signatures to qualify the measure or petition and accepts any payment therefor and who fails to surrender the measure or petition to the proponents thereof for filing is punishable by a fine not exceeding five thousand dollars (\$5,000), or by imprisonment in the state prison for 16 months or two or three years or in a county jail not exceeding one year, or by both the fine and imprisonment.

Misuse of Signatures on Petition.

18650. Signatures used for no other purpose.

No one shall knowingly or willfully permit the list of signatures on an initiative, referendum, or recall petition to be used for any purpose other than qualification of the initiative or referendum measure or recall question for the ballot, except as provided in Section 6253.5 of the Government Code. Violation of this section is a misdemeanor.

False Affidavits Concerning Petitions.

18660. False affidavit.

Every person is punishable by a fine not exceeding five thousand dollars (\$5,000), or by imprisonment in the state prison for 16 months or two or three years or in a county jail not exceeding one year, or by both the fine and imprisonment, who makes any false affidavit concerning any initiative, referendum, or recall petition or the signatures appended thereto.

18661. False certification or affidavit.

Every public official or employee is punishable by a fine not exceeding five thousand dollars (\$5,000), or by imprisonment in the state prison for 16 months or two or three years or in a county jail not exceeding one year, or by both the fine and imprisonment, who knowingly makes any false return, certification or affidavit concerning any initiative, referendum, or recall petition or the signatures appended thereto.

Filing Petitions to Defeat an Initiative or Referendum

18670. Filing petition with intention to defeat another petition.

Every person is guilty of a misdemeanor who, either as principal or agent, files in the office of the Secretary of State, county elections official, or in the office of any other officer designated by law to receive the filing, a petition or any section of a petition relating to the Constitution or the laws of this state, authorized by the Constitution or laws of this state regulating the statewide initiative or referendum, with the intention of thereby defeating that initiative or referendum measure that is embraced in the petition. Nothing in this section applies to any person who, in good faith, files a petition embracing an initiative or referendum measure that conflicts with a similar measure already on file.

18671. Intention of defeating the public will.

Any petition, or any section of a petition, filed by any person other than the proponents of an initiative or referendum measure and with an intention of defeating an expression of the public will is null and void.

III. AUTHORITIES AND SOURCES OF ADDITIONAL INFORMATION

- A. California Constitution
- B. California Election Code
- C. California Government Code
- D. California Ballot Initiatives, Secretary of State, 2001-2002

NOTICE OF INTENTION TO CIRCULATE AN INITIATIVE PETITION

(Sample Notice for Publication)

Notice is hereby given of the intention of the persons whose names appear hereon of their intention to circulate the petition with the _____ District for the purpose of placing an initiative measure on the ballot. A statement of the reasons for the proposed action as contemplated in the petition is as follows:

Insert the Statement of Reasons for this petition here - up to 500 words.

Printed Name/Signature/Residence or Business Address - of at least one, but not more than five proponents.

SAMPLE PETITION FORM

Leave a 1" margin at the top and a ½" margin at the left, right and bottom of the petition section. Each section of the petition must contain the Full Text of the Measure, the Notice of Intention, the Statement of Reasons, Signature spaces and a Declaration of Circulator.

INITIATIVE MEASURE TO BE SUBMITTED DIRECTLY TO THE VOTERS
(12-point or larger Roman boldface type) EC 9008

INSERT THE FULL TEXT OF THE MEASURE
(8-point type) EC 9014

INSERT NOTICE OF INTENTION & 500 WORD STATEMENT OF REASONS
(The law does not specify the type size but it should not be less than 8-point type)

"NOTICE TO PUBLIC"
(12-point type:) EC 101

THIS PETITION MAY BE CIRCULATED BY A PAID SIGNATURE GATHERER OR A VOLUNTEER.
YOU HAVE THE RIGHT TO ASK.

Official
Use Only

| | | |
|---------------------------------------|---|----------|
| 1. _____ (Print Name) Signature | _____ (Residence Address ONLY) City | 1" SPACE |
| 2. _____ (Print Name) Signature | _____ (Residence Address ONLY) City | |
| 3. _____ (Print Name) Signature | _____ (Residence Address ONLY) City | |

DECLARATION OF PERSON CIRCULATING PETITION SECTION

(To be completed in circulator's own hand)

I, _____, declare:
(Print Your Full Name)

My residence address is _____ and
(Number, Street and City)

I am a registered voter in the _____ District.
(Name of District)

I personally circulated this petition section and witnessed each of the appended signatures being written on the petition and to the best of my information and belief, each signature is the genuine signature of the person whose name it purports to be and the appended signatures were obtained between the dates of:

_____ and _____, inclusive.
(Month, Day, Year) (Month, Day Year)

I declare under penalty of perjury under the laws of the State of California that the above is true and correct.

Executed on _____ at _____
(Month, Day, Year) (Place of Signing)

Signed _____
(Signature of Petition Circulator - First Name, Middle Name or Initial, Last Name)

DISTRICT INITIATIVE MEASURE CHECKLIST

(Revised 05/03/2004)

* = Election Official ** = Proponent *** = Board, voter, organization, etc.

A= Action F= Filing

| PROCEDURE | Filing or Action | Date Due | Date Completed |
|---|------------------|----------|----------------|
| Give proponent Initiative Packet. Go over information and ask them to take it home to read. Come back with any specific questions. | A * | | |
| Registered Voters in the District as of the last ROR to the SOS made prior to the publication of the Notice of Intention _____ (EC 9310b) | A * | | |
| Number of signatures required: (EC 9310) 10% _____ | A * | | |
| Prepare Calendar for filing deadlines. | A * | | |
| Notice of Intent & Statement of Reasons published and/or posted. (EC 9302, 9303) | A ** | | |
| Within 10 days after pub/post date file copy of Notice, Statement, Proof of Pub/Post with Elections Official _____ (EC 9304) | F ** | | |
| Begin circulating petition (EC 9305) | A ** | | |
| Present petition to elections official for filing - 180 days from date of publication/posting of Notice of Intention. File 2 blank copies of the petition. Last day to file _____ (EC 9306,9113) | F ** | | |
| Determine total number of signatures (raw count) on petition. _____ - equals or exceeds minimum number required, accept petition for filing & proceed with verification. Less than minimum number required, do not accept petition for filing - take no further action. (EC 9113) | A * | | |
| Within 30 days of filing of petition notify proponent(s) of sufficiency or insufficiency. (EC 9308, 9309) Last day to verify signatures _____. | A * | | |
| If insufficient, no further action shall be taken. If sufficient, certify results to governing board at their next regular meeting. (EC 9308, 9309) Meeting date _____ | A * | | |

| PROCEDURE | Filing or Action | Date Due | Date Completed |
|---|-------------------------|-----------------|-----------------------|
| Governing Board takes action: Calls special election to be held on _____; calls election on next regular election date on _____; adopts ordinance - date _____ | A *** | | |
| If an election is called, submit measure to County Counsel to prepare the Impartial Analysis. (EC 9313) Impartial Analysis Due _____ | A * | | |
| Fix & publish dates for submission of arguments (EC 9316, 9317) Primary arguments due _____ Rebuttal arguments due _____ Last day to withdraw or change arguments: Primary _____ Rebuttal _____ | A * | | |
| Primary Arguments Filed - 300 words (EC 9315, 9600) Argument in Favor-Author's Statement | F** | | |
| Argument Against-Author's Statement | F*** | | |
| Public Examination Period - Primary Arguments & Impartial Analysis (EC 9380) Begins _____ Ends _____ | A * | | |
| Send copies of arguments to opposing authors for preparation of Rebuttals - 250 words (EC 9317, 9600) | A * | | |
| Rebuttal to Argument in Favor-Author's Statement | F** | | |
| Rebuttal to Argument Against-Author's Statement | F *** | | |
| Public Examination Period - Rebuttal Arguments (EC 9380) Begins _____ Ends _____ | A* | | |